

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**September 7, 2004
Aldermen Smith, Guinta,
Osborne, Shea, Thibault**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Smith advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the clerk to make a presentation relative to the Ordinances:

“Amending Chapter 32. Boards, Commissions, and Departments of the Code of Ordinances of the City of Manchester by renaming the Art Commission to the Arts Commission.”

“Amending Sections 33.024, 33.025 and 33.026 (Economic Development Director) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.025 (Assistant to the Assessor) of the Code of Ordinances of the City of Manchester.”

“Amending Chapter 38: Code Enforcement of the Code of Ordinances of the City of Manchester by inserting new penalties in Section 38.06(A): Citation Penalties for various violations of Chapter 94: Noise Regulations.”

“Authorizing the Mayor to Dispose of Certain Tax Deeded Property Known as 398 Hanover Street, Map 0289, Lot 0015.”

“Authorizing the Mayor to Dispose of Certain Tax Deeded Property Known as Michigan Avenue, Map 0246, Lot 0001.”

“Amending the Zoning Ordinance of the City of Manchester by amending Article 13, Section 13.04, Computation of impact fee.”

Gentlemen, what is your pleasure?

4. Chairman Smith advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

“Amending Chapter 32. Boards, Commissions, and Departments of the Code of Ordinances of the City of Manchester by renaming the Art Commission to the Arts Commission.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

- I. Amending Sub-sections 32.025 through 33.033 of the Code of Ordinances of the City of Manchester by deleting all references to the words “Art Commission” and replacing same with the words “Arts Commission.”
- II. This ordinance shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Economic Development Director) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Economic Development Director, Class Code 1230, to City Coordinator, Class Code 1231

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Economic Development Director, Class Code 1230, Grade 26, Class Code 1231, Grade 28

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Class Specification, Class Code 1230, Economic Development Director, Grade 26 to Class Code 1231, Grade 28, exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Economic Development Director
Class Code Number	1231-28

General Statement of Duties

Plans, organizes, coordinates the marketing, promotional and economic development activities of the City including business relations, business attraction and expansion, business forums and public/private partnerships; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities involving economic development, program and financial alternatives, budget and management programs and intergovernmental relations between departments within the City of Manchester. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Alderman, other City employees, business and community groups, business owners and developers, attorneys, financial institutions, the Chamber of Commerce, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Coordinates the work of various departments to determine community and municipal needs;
- Confers with officials, administrators and technical personnel on planning, financial and development matters;
- Promotes general acceptance of planning objectives and coordinates the development of cooperative actions among other governmental agencies, local business and community organizations;

- Provides technical assistance to industrial, commercial and residential developers in the areas of finance, zoning, land disposition, public services or other types of assistance needed for project development;
- Coordinates the development of marketing plans for the City;
- Shall provide the Board of Mayor and Aldermen written quarterly reports re activities of the department and development activities;
- Shall prepare and present to the Board of Mayor and Aldermen an annual state of the City economic report and forecast as part of the annual budget process;
- Shall be responsible for the development, implementation and maintenance of a local economic development plan or strategy which shall include specific measurable goals, objectives and timetables;
- Shall work with Federal, State, regional and local economic development agencies to protect and strengthen local tax base and local economy;
- Shall work with greater Manchester communities to foster joint promotional goals to benefits region;
- Responsible for Destination Manchester function/staff;
- Provides assistance to developers in the financing of development projects by assisting them in securing governmental loans, grants, etc.;
- Develops initiatives to ensure business retention within the City;
- Manages a business visitation program to existing Manchester businesses;
- Monitors economic development projects to ensure timely and accurate completion and client satisfaction;
- Monitors legislative activities and informs appropriate individuals of impending legislative initiatives, testifies as assigned;
Prepares promotional materials and markets programs and development sites to prospective clients;
- Provides professional staff support to the Manchester Development Corporation;
- Reviews and comments on proposed City policies and Federal and State legislative initiatives;
- Represents the City on all issues relating to economic development, including serving as a liaison for the Board of Mayor and Alderman;
- Provides status reports to the Board of Mayor and Alderman on economic development operations, any major shift in policies or procedures and recommendations for future development;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the current principles and practices associated with economic development within a municipality;
- Comprehensive knowledge of business administration and economic principles related to market trade;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Comprehensive knowledge of the history of economic conditions within the City of Manchester and surrounding areas;
- Ability to provide administrative direction to various Departments;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to handle confidential materials from business organizations with tact and discretion;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on potential development issues;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Planning or a related field; and
- Extensive experience in economic development operations within a municipality or governmental entity, including some management responsibilities. **Or,**
- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Planning or a related field and eleven years of extensive experience in economic development operations within a municipality or governmental entity, including some management responsibilities.

Required Special Qualifications

- Valid NH driver's license or access to transportation

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____

City of Manchester New Hampshire

In the year Two Thousand and

four

AN ORDINANCE

"Amending Section 33.025 (Assistant to the Assessor) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Assistant to the Assessor, Class Code 1150, Grade 17 to Grade 16.
non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending Chapter 38: Code Enforcement of the Code of Ordinances of the City of Manchester by inserting new penalties in Section 38.06(A): Citation Penalties for various violations of Chapter 94: Noise Regulations."

Page 1 of 2

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by inserting new penalties in Section 38.06(A): Citation Penalties as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 38.06 CITATION PENALTIES.

(A) The penalties for any offense relating to the following sections for which a citation has been issued shall be as follows:

Code Section	First Offense	Second Offense	Third Offense
70.08	\$50	\$100	Court Appearance
70.28	\$300	\$500	\$1,000
70.40	\$100	\$200	Court Appearance
72.22	\$10	\$25	Court Appearance
90.04	\$25	\$50	Court Appearance
90.12	\$25	\$50	Court Appearance
91.64	\$100	\$200	\$300
91.65	\$100	\$200	\$300
91.66	\$100	\$200	\$300
91.67	\$100	\$200	\$300
91.68	\$500	Court Appearance	Court Appearance
91.69	\$100	\$200	\$300
91.70	\$500	Court Appearance	Court Appearance
91.71	\$100	\$200	\$300
91.72	\$500	Court Appearance	Court Appearance
91.73	\$100	\$200	\$300
91.74	\$100	\$200	\$300
91.75	\$100	\$200	\$300
94.02	\$100	\$250	Court Appearance
94.03	\$100	\$250	Court Appearance

City of Manchester New Hampshire

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AN ORDINANCE

"Amending Chapter 38: Code Enforcement of the Code of Ordinances of the City of Manchester by inserting new penalties in Section 38.06(A): Citation Penalties for various violations of Chapter 94: Noise Regulations."

Page 2 of 2

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

96.04	\$50	\$100	Court Appearance
97.16	\$25	\$50	Court Appearance
97.17	\$25	\$50	Court Appearance
110.02	\$200	\$300	Court Appearance
110.05	\$100	\$200	Court Appearance
111.51	\$500	\$500	Court Appearance
115.40	\$200	\$300	Court Appearance
130.01	\$50	\$100	Court Appearance
130.02	\$50	\$100	Court Appearance
130.04	\$100	\$200	Court Appearance
130.06	\$50	\$100	Court Appearance
130.20	\$100	\$200	Court Appearance
130.23	Court Appearance	Court Appearance	Court Appearance
130.24	\$50	\$100	Court Appearance
130.36	\$100	\$200	Court Appearance
130.38	\$25	\$50	Court Appearance
130.39	\$50	\$100	Court Appearance
130.40	\$100	\$200	Court Appearance
150.023	\$100	\$200	\$300
150.060	\$100	\$200	\$300
150.061	\$100	\$200	\$300
150.062	\$100	\$200	\$300
150.063	\$100	\$200	\$300
150.064	\$100	\$200	\$300

II. This ordinance shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and FOUR

AN ORDINANCE

"Authorizing the Mayor to Dispose of Certain Tax Deeded Property
Known as 398 Hanover Street, Map 0289, Lot 0015."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

I. That in accordance with RSA 80:80 the Mayor is authorized to convey a parcel of tax-deeded property known as 398 Hanover Street City Map 289, Lot 15 in the City of Manchester to John H. Gadd and Rose Halen of Manchester, NH. The sale shall be evidenced by a deed without covenants and such other instrument as may be necessary to release all right, title, interest or claim in said parcel. Said property formerly owned by Gerald Parker, Trustee, was acquired by the City of Manchester by virtue of Tax Collector's deed dated April 17, 1996 and recorded in Hillsborough County Registry of Deeds on April 23, 1996, in Volume 5711, Page 0078. The purchase price of the parcel shall be Six Thousand One Hundred Seventy Dollars (\$6,170.00), deemed a reasonable offer by the Board of Assessors, and all of the costs related to this transaction.

The Board finds just cause to sell such property to the abutter as said parcel has minimum road frontage of 35 feet, considered residual/unbuildable, serves no practical public purpose, and sale will place the property back on the tax roles.

II This Ordinance shall remain in effect for a period of ninety (90) days from the date of passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Authorizing the Mayor to Dispose of Certain Tax Deeded Property
Known as Michigan Avenue, Map 0246, Lot 0001."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

I. That in accordance with RSA 80:80 the Mayor is authorized to convey a parcel of tax-deeded property known as Michigan Avenue City Map 0246, Lot 0001 in the City of Manchester to Matthew and Elizabeth Pinkos of 288 Beaver Street, Manchester, NH. The sale shall be evidenced by a deed without covenants and such other instrument as may be necessary to release all right, title, interest or claim in said parcel. Said property formerly owned by Outlook Co., was acquired by the City of Manchester by virtue of Tax Collector's deed dated September 8, 1995 and recorded in Hillsborough County Registry of Deeds on September 8, 1995, in Volume 5655, Page 0403. The purchase price of the parcel shall be Three Thousand Dollars (\$3,000.00), deemed a reasonable offer by the Board of Assessors, and all of the costs related to this transaction.

The Board finds just cause to sell such property to the abutter as said parcel is landlocked, is considered residual/unbuildable, serves no practical public purpose, and sale will place the property back on the tax roles.

II. This Ordinance shall remain in effect for a period of ninety (90) days from the date of passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

“Amending the Zoning Ordinance of the City of Manchester by amending Article 13, Section 13.04 ‘Computation of impact fee’”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION I.) Amending the Zoning Ordinance of the City of Manchester by amending Article 13, Section 13.04 ‘Computation of impact fee’, by incorporating a new school impact fee schedule in accordance with methodology update.”

SECTION II.) IMPACT FEE SCHEDULE

IMPACT FEE PER DWELLING UNIT

Impact Fee Schedule - School (Rev. 9/04)	
Type of Unit	Impact Fee Assessment
Single Family Detached	\$2,733
Single Family Attached (Townhouse)	\$633
Duplex/ 2 Unit Structure	\$1,789
Multifamily 3-4 Unit Structure	\$1,537
Multifamily 5+ Unit Structure	\$1,169
Manufactured Housing	\$1,663

Impact Fee Schedule - Fire	
Type of Unit	Impact Fee Assessment
Single Family Detached	\$190
Single Family Attached (Townhouse)	\$188
Duplex/ 2 Unit Structure	\$190
Multifamily 3-4 Unit Structure	\$196
Multifamily 5+ Unit Structure	\$146
Manufactured Housing	\$176

Note: The Fire Impact Fee Schedule is applicable only to Fire Service Areas A & B (as shown on the attached Maps.) Area A is bounded by Candia Road, South Mammoth Road, the Auburn Town line and the Londonderry Town line. Area B is bounded by the Hooksett Town Line, the Goffstown Town line, Dunbarton Road, and the Merrimack River.

SECTION III.) Resolve this ordinance shall take effect upon passage.